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16 August 1978

MEMORANDUM FOR: Chief, Regulations Control Branch

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FROM [REDACTED]
Chief, Review Staff, OP
SUBJECT : Proposed Revision [REDACTED]

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The following comments are provided in response to the coordinating memoranda received from the Office of Security, Office of Data Processing and the DDO on subject Handbook.

Office of Security

1. Concur with the OS proposal for the revision of their responsibility for security interviews (pages 6, 11 and 14). In discussing this matter with OS, however, we find the proposed revision needs amendments. Please delete the words "Secrecy Agreement Reminders" and substitute "Security Reminder". This same change should be made in para 2b(1)(d) [revised (e)] on page 9 and in para 2d(3)(e) [revised (f)] on page 16. The OS also asks that the capital letters used for Termination Secrecy Agreements and Security Termination Statements be changed to lower case.

2. Concur in the 14 June informal comment by P&PG/OS for adding "and (g)" to paragraph 2b(1)(a) on page 8.

3. The proposal in the third paragraph of the OS memorandum is addressed to a DDO proposed change. The subject has been discussed with OS and to avoid restating what the introduction states as OS functions, we propose the following revision of the amendment.

"2d(1)(d)(4) When the individual is not at Headquarters, a component official, administrative or personnel officer will be responsible for performing the above functions."

Office of Data Processing

Concur with adding a responsibility for ODP. Propose the new section be added after the Office of Security responsibilities on page 6. Defer to ODP if they want it included for Detailed Military Personnel (page 11). We presume Staff Agents (page 14) would be concerned.

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DDO

Except as noted below, the DDO editorial comments and substantive additions are accepted.

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1. Page 1, para 2a, page 8, para 2b, and page 9, para 2b(1)(f) [revised (g)] - "Certain Career Associates". This was intended to identify only those Career Associates who exit processed in the same fashion as staff employees. We find, however, that provisions in this [redacted] cover all situations, official cover and NOC, hence we propose dropping the qualifying word "Certain" wherever it appears in connection with "Career Associates".

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To further clarify the scope of the Handbook and to provide an appropriate cross reference, we propose the addition of the following sentence to para 1b, page 1: "Additional guidance is provided in [redacted] for the exit processing of Type E contract personnel, Career Associates and Type I contract personnel who are under nonofficial cover or whose situation is not otherwise provided for in this Handbook."

We recognize "Career Associates" are also contract employees but because of the need to distinguish Type I and Type E contract employees, and to avoid unnecessary confusion in the minds of processors, we believe the specific identification in the Handbook is helpful.

2. Page 1, para a - Do not concur in substituting "custody" for "possession". One individual may have legal custody of an item, but another person may have the actual possession. Custody has value here, however, and we propose amending the wording to read "custody or possession".

3. Page 2, para 2a(1)(b) - PPB/SPD does not handle retiree interviews. These are handled by RAD as part of the retiree processing and we do not believe it necessary to include the specific function of RAD in this Handbook. The added commas rather confuse the sentence. Propose they be eliminated and the sentence be ended after "... and below." Begin a new sentence with "Exit interviews . . .". The section would read better if the word "employees" is added after "... in the case of GS-07 and above employees" and "... in the case of GS-06 and below employees".

4. Page 3, para 2a(1)(d) - Concur with the DDO substitution of "individual" and the addition of "or departure on extended leave", and in response to informal OF comments, propose deleting "a custodian" in line 3 and substituting "... or been responsible for Agency funds . . .".

5. Page 3, para 2a(1)(g) - Do not believe it necessary to qualify "employee". The responsibility is to assist any and all employees who need an SAE. To qualify it by adding "retiring or resigning" would also

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require adding "going on extended leave", thereby itemizing all employees covered by the Handbook in toto.

Central Cover Staff, by telephone, has suggested the following changes to this paragraph. We concur.

In line 2 please change to ". . . written unclassified Summary of Agency Employment SAE." Where summary is used in this paragraph, please substitute "SAE".

6. Page 4, para 2a(2)(a) - All individuals separating or going on extended leave from headquarters, overseas [REDACTED] for whom personnel actions are cut are included on the listing. Do not concur in the DDO limiting comment and believe it unnecessary to list specifically all those covered. 25X1A

7. Page 5, para 2a(2)(f) - Prefer use of "employee" to avoid repeating "individual"; however, defer to RCB stylists.

8. Page 5, para 2a(3)(a) - PPB does not handle retirees. See comment for page 2, para 2a(1)(b).

9. Page 6, para 2a(3)(b) - As advised before, there is a garble in this paragraph. It should read: ". . . employee's plan to return to duty from LWOP status, . . .".

10. Page 6, para 2a(4) - CSB does not handle retirees.

11. Page 14, new para 2d(1)(d)(4) - Office of Security does not concur with this proposed new paragraph. Please see our response above to OS comments on this proposal.

Office of Personnel Additional Revisions

1. Page 4, para 2a(2)(d) - Please insert "advising" between "accomplished by advising the component personnel . . .".

2. In discussions with OF, Compensation Division, it was found their original proposal for the wording of para 2a(2)(i), page 5, and para 2b(1)(g) [formerly (f)], page 9 is misleading in one aspect, and could be incorrect in another. The determining factor is the pay period, not only the cover. The following revision is proposed:

"For career associates, and Type I and E contract employees who are paid under the four week or monthly pay system, obtain the address to which the final tax document (Form W-2, Wage and Tax Statement,

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or Form 1099, Miscellaneous Income) is to be mailed
and forward the information to the Compensation
Division, Office of Finance."

SIGNED

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